Separate Address Elements In Excel

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By Neil J. Rubenking

I have an extensive Excel spreadsheet with company names and addresses. The city, state, and ZIP code information are combined into one cell. Is there a way this data can be split into three cells?

Michael Malone

You can use Excel's text manipulation functions to separate the elements of the addresses. We'll assume that the only comma in each address is the one following the city name, and that all state abbreviations are two letters. Suppose the first combined city/state/ZIP code entry is in cell A2. This formula will extract the city portion: =LEFT(A2,FIND(",",A2)-1)

The FIND function returns the character position of the comma, so that the LEFT function can return the portion of the text string to the left of the comma.

If every address were guaranteed to have exactly one space after the comma, a similar formula using the MID function could extract the state abbreviation. But if any addresses had multiple spaces, or no space, the formula would fail. To make sure you get the correct state abbreviation, you can use the SUBSTITUTE function to eliminate all spaces and then pull out the two characters immediately following the comma:

=MID(SUBSTITUTE(A2," ",""), FIND(",",SUBSTITUTE(A2," ",""))+1,2)

By the same token, we can't assume that all ZIP codes are the standard five-digit type; some may be the newer ZIP+4 format. We'll need to select everything after the state—up to ten characters:

=MID(SUBSTITUTE(A2," ",""), FIND(",",SUBSTITUTE(A2," ",""))+3,10)

As before, we strip out the spaces and locate the comma. This time, we start three character positions past the comma, at the beginning of the ZIP code, and return up to ten characters. If the address uses only a standard five-digit ZIP code, naturally that's all that will be returned.

You may need to make minor modifications, but the formulas shown here will allow you to separate city, state, and ZIP code data from an Excel column in which they're combined (Figure 1).